HR Writer History Detail Topics

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Introduction

The information in this job aid will assist Advanced HR Writer users in determining which detail topics to use when designing a historical report by providing access to the data items (e.g. Payment Date, Payment Number, Time Accrual Balance) available in the various HR Writer Detail Topics (e.g. PW – Payment Wages, TD – Time Accrual Detail).

HR Writer Detail Topics are used on the

- HR65.2 to determine what data items (fields) should be included in HR Writer Reports (e.g. Plan Name, Plan Balance, Payment Date).

- HR65.4 to determine how the results of an HR Writer Report will be sorted (e.g. Plan Name, then Name – Last).

- HR65.7 to select the detail topics fields that will be used when defining population selection criteria to determine which employees will appear in report results (e.g. display all Employees in Sick Leave plans).

Use this job aid at the beginning of your report development to determine what detail report topics you will need to include on HR65.1 during your report design. In addition, this job aid can be used as a reference tool when designing the report to have quick/easy access to locating fields.

Remember, in an HR Writer report, you are only allowed one-detail topic per report.

AH – Attendance History

Purpose: These data items provide access to historical information related to the attendance history of the Employee. Included are the attendance codes for FMLA, Family Sick, etc.

HRIS Data Item
Attend Code Desc
Attendance Code
Date
Date - Day
Date - Month
Date - Year
Day Of Week
Department
Hours
Occurrence
Pay Code
Points
Process Level
Record Type

AP – ACH Payments

Purpose: These data items provide access to historical information related to the direct deposit payments to the Employee.

HRIS Data Item
Account Type
ACH Dist Nbr
ACH Dist Order
ACH Distrib Amount
Bank Account Nbr
Description
Net Pay
Payment Date
Payment Date - Day
Payment Date - Month
Payment Date - Year
Payment Description
Payment Status
Payment Type
Per End Date - Day
Per End Date - Month
Per End Date - Year
Period Ending Date
Receipt Number
Receiving DFI
Temp Payment Number

CH – Compensation History

Purpose: These data items provide access to historical information related to the Employee compensation.

HRIS Data Item
Amount
Participation Hours
Plan Code
Plan Description
Plan Start Date
Plan Type
Year

CO – DC/DB Accounts

Purpose: These data items provide access to historical information related to deferred compensation and defined benefit plans. State of Arizona information will only include a DB plan for ASRS.

HRIS Data Item
Last Update Date
LTD Account Balance
LTD Aft-Tax Contrib
LTD Company Contrib
LTD Contrib Interest
LTD Forfeit/Addition
LTD Other Interest
LTD Pre-tax Contrib
Plan Code
Plan Description
Plan Start Date
Plan Type
Plan Year
YTD Account Balance
YTD Aft-Tax Contrib
YTD Company Contrib
YTD Contrib Interest
YTD Forfeit/Addition
YTD Other Interest
YTD Pre-Tax Contrib

DH – Monthly Deduction History

Purpose: These data items provide access to historical information related to the deductions on a monthly basis for the Employee.

HRIS Data Item
Adjust Pay
Calculation Type
Deduction
Deduction Amount

Deduction Class
Deduction Desc
Garnishment Flag
Month
Payment Description
Tax Authority
Tax Category
Tax Status
Taxable Wages
Year

FR – Flex Dollars Remaining – Not Used by SOA

Purpose: These data items provide access to historical information related to the flex dollars. State of Arizona does not use this type of plan.

HRIS Data Item
Flex Credits Avail
Flex Credits Spent
Flex Plan Code
Pre-Tax Available
Pre-Tax Spent
Start Date
Stop Date

FX – Flex Dollars – Not Used by SOA

Purpose: These data items provide access to historical information related to the flex dollars. State of Arizona does not use this type of plan.

HRIS Data Item
Age Credit
Dependent Credit
Flex Amount - Comp
Flex Amount - Empl
Flex Plan Code
Service Credit
Start Date
Stop Date
Total Comp Credits
Total Credits
Total Flex Credits

GL – Payroll GL Distributions

Purpose: These data items provide access to historical information related to the payroll distributions charged out during each payroll.

HRIS Data Item
Account Category
Activity
Amount

Deduction
Dist Account Number
Dist Account Unit
Dist Company
Dist Department
Dist Full Account
Dist Process Level
Dist Sub Account
G/L Date
G/L Date - Day
G/L Date - Month
G/L Date - Year
Hours
Job Code
Pay Code
Pay Code Description
Payment Date
Payment Date - Day
Payment Date - Month
Payment Date - Year
Payment Number
Payment Type
Per End Date - Day
Per End Date - Month
Per End Date - Year
Period Ending Date
Position
Record Type
Run Date
Run Time
Temp Payment Number

HI – Employee History

Purpose: These data items provide access to historical information to the actions performed on the Employee's record. These include Hire Actions, Separation Actions, etc.

HRIS Data Item
Action Code
Alpha Field Value
Anticipated End Date
Beginning Date
Date Field Value
Deduction
Field Name
Hist Currency
Log Date
Log Time
Numeric Field Value
Pos Level
Prior Value

HRIS Data Item
Reason (1)
Reason (2)
Reason 1 Description
Reason 2 Description
User Name

PD – Payment Deductions

Purpose: These data items provide access to historical information to the deductions related to each payment on the Employee's record.

HRIS Data Item
Adjust Pay
Deduction
Deduction Amount
Deduction Class
Deduction Desc
Excess Wages
Gross Pay
Payment Date
Payment Date - Day
Payment Date - Month
Payment Date - Year
Payment Department
Payment Description
Payment Number
Payment Status
Payment Type
Payroll Year
Per End Date - Day
Per End Date - Month
Per End Date - Year
Period Ending Date
Process Level
Quarter Number
State or Prov
Tax Authority
Tax Category
Tax Status
Taxable Wages
Temp Payment Number

PM – Payment Master

Purpose: These data items provide access to historical information related to the payment details.

HRIS Data Item
Bank Account Number
Bank Code
Federal Taxable
Gross Pay

Net Pay
Non-Cash Tips
Payment Date
Payment Date - Day
Payment Date - Month
Payment Date - Year
Payment Department
Payment Number
Payment Proc Level
Payment Status
Payment Type
Per End Date - Day
Per End Date - Month
Per End Date - Year
Period Ending Date
PIK Pay
Soc Sec Taxable
Temp Payment Number
Tips Pay
Total ACH Distrib
Total Deductions
Total Hours

PW – Payment Wages

Purpose: These data items provide access to historical information related to the wages portion of the payment made to the Employee.

HRIS Data Item
Account Category
Activity
Department
Dist Account Number
Dist Account Unit
Dist Company
Dist Full Account
Dist Sub Account
Hours
Job Code
Location
Overtime Premium
Overtime Rate
Pay Code
Pay Code Description
Pay Sum Group Desc
Pay Summary Group
Payment Date
Payment Date - Day
Payment Date - Month
Payment Date - Year
Payment Department
Payment Description

Payment Number
Payment Proc Level
Payment Status
Payment Type
Payroll Year
Per End Date - Day
Per End Date - Month
Per End Date - Year
Percent Distribution
Period Ending Date
Position
Process Level
Quarter Number
Rate
Shift
Shift Diff Rate
Shift Differential
State or Prov
Temp Payment Number
Time Record Date
Union
Wage Amount
WC State

QD – Quarterly Deductions

Purpose: These data items provide access to historical information to deductions summarized by quarter for the Employee.

HRIS Data Item
Adjust Pay
Calculation Type
Deduction
Deduction Amount
Deduction Class
Deduction Desc
Excess Wages
Payment Description
Payroll Year
Process Level
Quarter Number
State or Prov
Tax Authority
Tax Authority Type
Tax Category
Tax Status
Taxable Wages

QW – Quarterly Wages

Purpose: These data items provide access to historical information to wages summarized by quarter for the Employee.

HRIS Data Item
Hours
Non-Cash Wage amount
Pay Summary Group Desc
Pay Summary Group
Payment Description
Payroll Year
Process Level
Quarter Number
State or Prov
Wage Amount

RS – Spending Account Transactions

Purpose: These data items provide access to historical information related to flexible spending accounts. Including Medical and Dependent Care Accounts.

HRIS Data Item
Annual Contribution
Benefit Start Date
Benefit Stop Date
Plan Code
Plan Description
Tran Description
Tran Payment Number
Transaction Amount
Transaction Date
YTD Contribution

SH – Salary History

Purpose: These data items provide access to historical information related to the salary history for the Employee. Including when the Employee received raises, etc.

HRIS Data Item
Action Code
Annual Hours
Annual Salary
Anticipated End Date
Base Pay Rate
Base Pay Rate Curr
Beginning Date
FTE
Log Date
Log Time
Pay Rate
Pay Rate Currency
Pos Level
Prior Ann Sal
Prior Pay Rate
Reason (1)

Reason (2)
Reason 1 Description
Reason 2 Description
Salary Class
User Name

TD – Time Accrual Detail

Purpose: These data items provide access to historical information on the usage of time, including vacation, sick, etc.

HRIS Data Item
Curr Accrual Balance
Curr Elig Balance
Last Accrual Date
Last Eligible Date
Plan Class
Plan Description
Plan Entry Date
Plan Name
Trans Date - Day
Trans Date - Month
Trans Date - Year
Trans Description
Transaction Date
Transaction Hours
Transaction Type

TS – Time Accrual Summary

Purpose: These data items provide access to historical information on time accrual plans at the summary level. This will not include time taken that is available in the Time Accrual Detail topic.

HRIS Data Item
Curr Accrual Balance
Curr Elig Balance
Ending Accrued Hours
Ending Eligible Hrs
Hours Lost
Hours Used
Plan Class
Plan Description
Plan Name
Year
YTD Hours Accrued
YTD Hours Eligible

VE – Vesting History – Not Used by SOA

Purpose: These data items provide access to historical information related to plans that have a vesting schedule. This is not used by the State of Arizona.

HRIS Data Item
Plan Code
Plan Description
Plan Start Date
Plan Type
Vested Percent
Vested Years
Vesting Hours
Year

WK – Weeks Worked

Purpose: These data items provide access to historical information to the weeks worked by the Employee.

HRIS Data Item
Payroll Year
Process Level
Quarter Number
Report Entity
Unemployment State
Weeks Worked